

MINUTES

NORTHERN GREAT PLAINS INVENTORY & MONITORING NETWORK BOARD OF DIRECTORS

Conference Call

1:00-2:00pm MT, March 14, 2003

Members Participating

Dan Licht (lead) – Network I&M Coordinator
Phyllis Adams – Regional I&M Coordinator
Ruthann Knudson – Agate Fossil Beds NM
Andy Banta – Fort Union Trading Post NHS
Sande Dingman (representing Bill Supernaugh) – Badlands NP

Members Absent

none

Also in Attendance

none

Call Purpose and Background

To discuss personnel and other issues. An email was sent out prior to the call.

Licht stated that the program needed to hire a Data Manager. This is pretty much a "must-do" hire according to WASO and is the first FTE they expect filled (after the Coordinator, which Licht stated was less critical since he is already in that role, albeit in an unofficial capacity). Licht stated that WASO has prepared a "classified" Position Descriptions for GS-9 and GS-11 Data Managers that they thought would be benchmarked in the near future. He stated that other Networks have advertised for this position under the 0401 Biologist series, the 0408 Ecologist series, the 0150 Geographer series, and the 1301 Physical Scientist series, at grades 9/11 and/or 12. Critical skills include database and GIS experience and knowledge. Licht stated that he was advised by a few people to advertise at the 11 and 12 levels due to the complexity of the job. Licht proposed that the network advertise for a permanent Data Manager at the GS-11/12 level, open to all sources, and it be interdisciplinary (using the disciplines above). It was agreed that Licht should start the paperwork for the position as proposed.

Licht stated that he would also like to hire a permanent Biological Technician. He stated that the person would be a jack of all trades. The person would continue the work that

Dawn, Jon, and others started, i.e., collect, review, input, and edit data in NPSpecies, the Dataset Catalog, NatureBib, the network photo database, and other databases (this differs from the Data Manager job in that it's more data entry type work whereas the above job is more design, coordination, dissemination, etc.). The technician position would assist in field studies including the mammal, herp, bird, and plant work. The person would assist in logistics such as preparing for Vital Signs meetings, collecting information, and handling equipment. Licht stated that regardless of what we pick for "Vital Signs" we will need such a person to assist with monitoring once we get to that stage. Licht stated that there was a fiscal risk in FY05 (FY04 was okay because of the inventory funds) and therefore the position should maybe be made subject to furlough. Licht proposed advertising for a permanent Biological Technician GS-0404-7, open to all sources. It was agreed to pursue such a position at the GS-404-5/6/7 through merit promotion and at GS-404-7 through OPM, pending formal concurrence by Bill Supernaugh.

There was discussion in regards to hiring the Network Coordinator position. It was decided that the Board will confer with the other Superintendents in regards to the position.

Followup

Licht sent out an email of the call minutes. Banta approved. Knudsen clarified that no decision had been made yet on the technician position and they were waiting to hear from Supernaugh.

Supernaugh conferred with Banta and Knudsen and agreed to hire the Biological Technician as proposed above. He told Licht to proceed accordingly.

Drafted by: Dan Licht

Drafted on: 9/30/2003 (based on prior emails and notes)

Finalized by:

Finalized on: